



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **SCHOOL RESOURCE OFFICER
(SRO)**

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: School Resource Officer

PURPOSE: The purpose of this Policy & Procedure is to establish written guidelines to be followed by the Portage Police Department for the position(s) of a School Resource Officer in the department. This policy establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the policy formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between police officers and the youth of our community in addition to reducing crime committed by juveniles and young adults.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. MISSION
- III. ORGANIZATIONAL STRUCTURE
- IV. PROCEDURES
- V. SCHOOL DISTRICT RESPONSIBILITIES
- VI. FINANCIAL AND SCHEDULING CONSIDERATIONS

I. POLICY

- A. It is the policy of the Portage Police Department to establish a School Resource Officer program in coordination with the Portage School District.

II. MISSION

- A. The main mission of the SRO Program is education and relationship building, in hopes of reducing and preventing school-related violence and crime committed by juveniles and young adults. This is accomplished by assigning police officers to school facilities. The SRO Program accomplishes this mission by creating and maintaining safe, secure and orderly learning environments for students, teachers and staff.

The SRO(s) will establish a trusting channel of communication with students, parents and teachers. SROs will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.

SRO(s) will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

SRO(s) will serve as a confidential source of counseling for students and parents concerning problems they face as well as providing information on community resources available to them.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents.

- B. Goals of the SRO Program:

1. Reduce crime, disorder, violence in and around the Portage schools.
2. Develop positive relationships with students, teachers, staff, and parents.
3. Relieve school-related workload on patrol officers.
4. Assist to improve school attendance, productivity, and the overall performance at the schools.
5. Assist in creating and providing a safe environment in and around the Portage Schools.

III. ORGANIZATIONAL STRUCTURE

- A. Composition: The SRO Program will consist of at least one full-time Portage Police Department Officer who is a certified law enforcement officer by the State of Wisconsin and meets all requirements as set forth by the City of Portage Police Department rules, regulations, and policies.
- B. Supervision: The day-to-day operation and administrative control of the SRO Program will be the responsibility of the City of Portage Police Department. Responsibility for the conduct of the SRO(s), both personally and professionally, shall remain with the City of Portage Police Department.

IV. PROCEDURES

- A. Concept: The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers).

The SRO Triad concept generally means that the officer assigned to the program is a Law Enforcement Officer, Counselor, and Teacher. SROs are first and foremost Law Enforcement Officers for the City of Portage Police Department. SROs shall be responsible for carrying out all duties and responsibilities of a police officer and shall remain at all times under the control of the City of Portage Police Department. All acts of commission or omission shall conform to the guidelines of the Portage Police Department Policy and Procedure Manual.

SROs must realize they are Law Enforcement Officers in regard to criminal and municipal matters only. SROs reinforce school policy and procedure but enforcement efforts shall be handled by school staff. SROs are not school disciplinarians and should not assume this role. SROs will not involve themselves in administrative matters of the Portage School District, which are not criminal offenses, unless guidance is requested by school administration.

SROs are not professional counselors, however, they are to be used as a resource to assist students, faculty, staff, and all persons involved with the school district.

SROs are to be used as teachers. SROs can teach a variety of subjects to students and staff ranging from alcohol and drug education to law. SROs may use teaching to build rapport between students and staff.

- B. Selection: When a SRO position becomes available, notice will be given to all sworn employees of the Portage Police Department. Interested persons shall submit a letter of interest and resume to the chief of police. The officer will be interviewed by a combined panel of the AdHoc SRO Committee. The final selection for appointment will be made by the chief of police. Once selected the police department is responsible for the initial and ongoing training for each SRO. The selected SRO will be appointed for a three year term. After year three, the SRO can apply for a second or subsequent term.

Selection criteria will include but will not be limited to:

1. Experience and Knowledge
 2. Interpersonal skills
 3. Communication skills
 4. Teaching Ability
 5. Capabilities of time management, self direction, sound judgement
- C. Duties and Responsibilities: Portage Police Department SRO responsibilities will include but not limited to:
1. Enforcement of criminal law and municipal ordinances by having a thorough understanding state and federal laws, juvenile code, local ordinances, and Portage Police Department and Portage School District policies.
 2. Having a working knowledge and be able to apply goals and objectives of both the Portage Police Department and the Portage School District.
 3. Protect the students, staff, and public at large against criminal activity.
 4. Provide information concerning questions about law enforcement topics to students and staff.
 5. Provide classroom instruction on a variety of topics including but not limited to narcotics, safety, public relations, occupational training, leadership, and life skills.
 6. Discuss school safety and preventative measures with school staff, parents and the public. Participate in faculty meetings and assemblies as needed providing guidance and resources.
 7. Coordinate investigative procedures between police and school administrators. Communicate with both police department and school administration on matters of safety, ongoing investigations, and prevention strategies.
 8. Handle initial police reports of crimes committed on campus.
 9. Take enforcement action on criminal matters when appropriate.
 10. Attend school athletic, special events, faculty and administrative meetings as needed.
 11. Prepare lesson plans as necessary.
 12. Differentiate between matters that are a school discipline, education

issues and which issues require the SRO to investigate and handle as violations of state law or local ordinance.

13. Provide a mid-year and annual report to the SRO ad-hoc committee consisting of police department and school district administrative staff. The report will discuss the current year's statistics, trends, and activity as compared to previous years and any other matter that need to be addressed. The reports will be based upon the school calendar to the mid-year report will be given about January and the year-end report prior to the start of the next school year.

D. Enforcement:

1. Although SROs have been placed in a formal educational environment, they are not relieved of the official duties as a law enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent any criminal act. Citations should be issued and arrests made when appropriate and in accordance with department policy.

E. SRO Evaluation

1. District officials will provide a yearly performance evaluation report of the SRO to the Chief of Police in June of each year. Additionally, the SRO Program shall be assessed annually by an ad hoc committee of 6 members comprising of 3 members appointed by the Common Council and 3 members appointed by the School Board. The ad hoc committee shall meet with the intent of evaluating the success of the SRO Program in attaining goals and objectives; consideration of SRO activities, responsibilities and communications and recommending changes to the SRO Program or Agreement. The ad hoc committee shall submit a report of such assessment to the Common Council and School Board no later than July 1 each year of Agreement.

V. SCHOOL DISTRICT RESPONSIBILITIES

- A. The Portage School District shall provide at a minimum the SRO the following materials, facilities, and opportunities which are deemed necessary to the performance of the SRO duties:
 1. A private office that is air conditioned and properly lit.
 2. A telephone which may be used for general business use.
 3. A location for files and records which can be properly locked and secured.
 4. A desk with drawers, chair and office supplies.
 5. A laptop computer and printer with wireless internet and network capability with access to the districts computer network. The SRO shall also have the authority to override computer network firewalls for investigative purposes.

6. Opportunity for classroom participation.
7. Opportunity to address teachers, staff, and administration about safety, prevention, current or new trends in the criminal justice field relating to students and staff through in-service or staff meetings.

VI. FINANCIAL AND SCHEDULING CONSIDERATIONS

- A. The School District shall be responsible for 66.7% of the expense of the SRO position including salary, benefits and equipment. The City of Portage will maintain and provide other payroll benefits such as retirement and health insurance.
- B. The Portage School District shall be responsible for 66.7% of school related training costs to include tuition and related expenses. School related training includes but is not limited to: legal updates, school safety, and the annual SRO state conference. All other police related training shall be the responsibility of the Portage Police Department.
- C. The SRO's work schedule is designed to mirror the school's calendar with the understanding that the staffing needs of the Portage Police Department supersede the position of SRO. The SRO(s) shall be available for assignment to the district for at least 180 days during each school year. During that period, the SRO(s) shall work a flexible schedule of service to the district. The SRO(s) may on occasion be assigned regular patrol or administrative duties as deemed necessary by the Chief of Police. The SRO will need to attend court and required trainings. The SRO(s) reports directly to the Captain. The hours worked are flexible depending on the after-school needs of the district with the approval of the Captain.
- D. In coordination with the Portage School District, the Portage Police Department shall prepare a monthly schedule in advance indicating programs and activities that the SRO(s) will likely attend. This schedule, for each month, shall be prepared on or before the 20th of every month, reviewed by the Superintendent and approved by the Chief of Police or their designee.
- E. The SRO(s) shall notify the Superintendent or their designee and the department of the days that they will not be available by reason of illness or injury or any other reason. To the extent practicable, the department agrees to assign another officer to substitute for the absent SRO(s).
- F. The police department and the school district are mutually responsible for the development and implementation of a formal agreement or a memorandum of understanding (MOU) for any SRO that is selected by the department.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 1/28/2025